

## ANIMAL CONTROL OFFICER I

### NATURE OF WORK

This is field work enforcing municipal animal control and licensing ordinances.

Work involves enforcing animal control and licensing ordinances; investigating complaints; issuing citations to pet owners for violations of City ordinances; and providing the general public with information relating to pet owner responsibilities as well as applicable animal control and licensing ordinances. Supervision is received from the Chief Animal Control Officer with work being reviewed in the form of conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Enforces animal control and licensing ordinances.

Impounds stray, vicious, injured or dead animals including confined or trapped wildlife.

Responds to and investigates complaints regarding stray, injured or nuisance animals as well as incidents where individuals have been bitten by vicious animals.

Issues citations to pet owners for violations of City ordinances pertaining to animal control and licensing.

Completes necessary paperwork and files appropriate reports.

Provides the general public with information relating to pet owner responsibilities as well as applicable animal control and licensing ordinances.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of municipal animal control and licensing ordinances as well as the basis for those ordinances as they pertain to public health.

Knowledge of the geography of the City and the location of major streets.

Ability to apprehend animals including those that are considered vicious.

Ability to establish and maintain effective working relationships with enforcement officials, co-workers, and the general public.

Ability to enforce animal control and licensing regulations with courtesy, tact and impartiality.

Ability to communicate effectively both orally and in writing.

Ability to present informational and educational materials effectively to individual animal owners, civic, educational and other interested groups.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus experience enforcing animal control and licensing ordinances.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus some experience in the care and handling of animals; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

10/79  
Revised & Title Change 1/2001

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